

DOCUMENTATION REQUIRED FOR MILITARY PAY

Submit the following items with your **PAY PACKET**:

1. Two (~~1~~) copies of your orders.
2. TD IRS Form W-4 (Employee's Withholding Allowance Certificate).
3. DD Form 2058 (State of Legal Residence Certificate).
4. Standard Form 1199A (Direct Deposit Sign-Up Form). Your check will go to the bank of your choice. Go to the bank and get an SF 1199A. The bank will fill out the bottom portion of the form. You will fill out the remainder of the form, and submit it with your pay packet. A DD Form 2762 may be submitted in lieu of the SF 1199A. Direct Deposit is a requirement. (If your tour is more than thirty days, you will receive a mid-month check automatically.
5. DA Form 5960 (Authorization to Start, Stop or Change Basic Allowance for Quarters [BAQ], and/or Variable Housing Allowance [VHA]). You must complete the DA Form 5960 even if you are claiming BAQ at the without dependent rate. Attach one of the following documents to the DA Form 5960.
 - a. With dependents: A photocopy with recorded information such as: book number, page number or a certified true copy of your marriage license is required. If you are divorced, send a copy of the divorce decree that requires you to pay child support or shows you have custody. The divorce decree must include names and birth dates of all dependents, or copies of birth certificates must be submitted. Without proper supporting documentation, full payment of BAQ will not be paid.
 - b. Without dependents: A Certificate of Nonavailability is required to support payment of BAQ when quarters are not available to a member without dependents. Get the certificate from the Officer in Charge or the Billeting Office at your duty station.
6. ARPC Form 3924 (Certificate of Performance). Effective June 1993, all tours of duty require an ARPC Form 3924. **AT THE BEGINNING OF YOUR TOUR**, send all pertinent documentation to the finance office cited in your orders; the finance office will process the paperwork into the DJMS-RC Pay System. Send the ARPC Form 3924 to the **PAY PROCESSING OFFICE** cited in your orders no later than five days after you complete the tour.